

CENTRAL UTAH
FIRE
INTERAGENCY

April 11, 2011

To: Agency Personnel

From: Richfield BLM Assistant Fire Management Officer
Fillmore Assistant Fire Management Officer
Fishlake National Forest Fire Management Officer

Subject: Emergency Firefighter (AD/Casual) Hiring Procedures

Enclosed are the procedures to hire Emergency Firefighter personnel for the Central Utah Interagency Fire Organization which consists of the Richfield Field Office, Fillmore Field Office and the Fishlake National Forest.

This document has been developed to provide fair and consistent hiring practices and to help standardized the hiring procedures for hiring, training and certification.

Authority to hire Emergency Firefighters in accordance with the Department of Interior and Department of Agriculture has been delegated to specific individuals. Refer to the annual Delegation of Hiring Administratively Determined (AD) Personnel.

Any questions pertaining to the hiring of casuals should be directed to Interagency Fire Business Specialist.

HIRING STANDARDS AND GUIDELINES FOR ADMINISTRATIVELY DETERMINED (AD) AND EMERGENCY FIREFIGHTERS

The Central Utah Interagency Fire Group recognizes the importance and need for Administratively Determined (AD) emergency firefighters as an integral part of the emergency incident workforce. This document has been developed to provide fair and consistent hiring practices and to help standardized the hiring procedures for hiring, training and certification.

For additional guidance on hiring policies and procedures, refer to the approved, current AD Pay Plan, the Interagency Incident Business Management Handbook and OF&A IM 2005-31. The AD Pay Plan may not be used to circumvent normal hiring procedures or to fill vacant government positions.

Casuals will be hired through the Bureau of Land Management for the Central Utah area (exceptions may apply). The Interagency Fire Business Specialist is delegated the authority to oversee the Emergency Fire Fighter hiring program for the Richfield Interagency Fire Center dispatch area.

All requests for casuals will be requested through Richfield Interagency Fire Center. The Camp Crew Coordinator will maintain a list of available camp crew members.

Only those delegated authority can hire casuals (see the yearly delegation of authority). Other individuals may be delegated the authority to hire casuals as needed during an incident.

The hiring period begins at the point of hire. Point of hire is defined as the location of the unit where hiring documentation is completed. If casual lives further than 35 miles from the hiring unit, the point of hire will be determined at the time of hire.

New ADs will be hired up until June 1st each year.

All efforts should be made to mobilize current agency personnel, prior to utilizing the AD hiring authority.

The Sponsoring Unit Will:

- Verify that individuals are hired via the appropriate local sponsoring unit in relation to their residence. If not, the AD may be referred to a geographically closer unit or *justification prepared and maintained in records*.
- Maintain certification and training records
- Annually issue an Incident Qualification's Card, upon approval from the Sponsoring Unit's Qualification Review Committee
- Issue an agency drivers license or other appropriate documentation if required to drive an agency vehicle.
- Process appropriate hiring and travel authorization documents.
- Collect and process firefighter time reports (OF-288) and travel reimbursement documentation. All time and travel will be processed within 5 working days after the employee has submitted complete documentation to their home units whenever possible.
- Complete the Single Resource Casual Hire form and obtain AD's signature for each assignment, in accordance with the AD Pay Plan. If the AD lives 35 miles or more from the dispatch unit a fax copy with signatures will suffice.
- The hiring records and copy of timesheets will be maintained by the approving/certifying officials.

AD's Will:

- Provide appropriate training and certification documents to their sponsoring unit.

- Provide annual fire experience worksheet by the end of the calendar year.
- Maintain their availability and status in the Resource Ordering Status System (ROSS).
- Complete Single Resource Casual Hire form for each assignment, in accordance with the AD Pay Plan.
- Turn in all time and travel paperwork to the sponsoring unit within 5 days of return from assignment. If possible, all paperwork should be completed before becoming available in ROSS for a new assignment.

Hiring Policies and Procedures

Hiring of AD employees may be done for annual geographic area sponsored Incident Management Team meetings as part of the AD's annual training hours if the AD is identified as a primary, regular team member or at the request of the team's Incident Commander.

AD employees hired within the Central Utah Area are subject to the same conduct and performance as agency employees hired under other authorities, therefore, not everyone who desires to be hired as an AD may be hired. Inappropriate behavior or drug and alcohol use will not be tolerated. Additionally, inappropriate conduct or poor performance will affect rehire consideration. Units considering an AD hire must first check with any past sponsoring unit to ensure appropriate sponsorship. If appropriate, the incident qualifications records will be transferred to the new sponsoring unit.

Prior to attending any trainings, meetings, workshops, refreshers, work capacity test, etc ADs must have completed the Single Resource Casual Hire form. Approval to attend trainings, meetings or workshops must be obtained in advanced from the FMO. All training nominations will be sent through the Training Specialist for prioritization.

Training and Certification

Central Utah will issue the annual incident qualifications card (red card) by June 1st. Red card certification will be based on the NWCG Wildland Fire Qualification System Guide 310-1 and sponsoring agencies standards.

Training may be provided to maintain qualifications as needed for those positions for which individuals are currently certified or training for additional qualifications at the discretion of the FMO.

Local FMOs have the authority to determine additional training needs and who is sponsored under these authorities based on fire activity, budget, and local agency staffing.

Position qualifications that require participation in fire line activities will be required to attend annual fire line safety refresher training, obtain the appropriate Work Capacity Test (WCT) and/or attend other additional training or medical examination as required.

Travel

The government will furnish subsistence and lodging for ADs who are assigned to an incident and away from their duty station. Travel, per diem and subsistence will be reimbursed in accordance with the Interagency Incident Business Management Handbook.

The AD employee's method of transportation must be indicated on the Single Resource Casual Hire Information form. The dispatch center in conjunction with the ordering unit, will determine the method of travel and document on the resource order (rental vehicles must be approved on the resource order). Air transportation will be arranged and paid for by the Government.

Length of Assignment

Length of Assignment and assignment extension guidelines can be found in the Interagency Incident Business Management Handbook, Chapter 10, Section 12.7-2.

Additional Requirements

Arduous Level Casuals – For arduous level casuals hired by the BLM, a medical exam is required for casuals who are 45 years old or older. Casuals under 45 years of age will complete the *Health Screening Questionnaire* which will be maintained in the casual's hiring file.

For arduous level casuals hired by the Forest Service, completion of the *Health Screening Questionnaire* is the only requirement.

Homeland Security Presidential Directive 12 (HSPD-12) – Is a required level and means of authenticating the identification of Federal employees and contractors as a requirement to enter government facilities and use government systems. LBM IM-2006-069 grants supervised access to BLM systems without the use of the HSPD-12 compliant identification for short-term, expanded dispatch personnel, within the confines of the DOI's 180 day provision. Any AD who will exceed 180 days in a 5-year period and needs access to government systems or government facilities without being supervised will be required to be HSPD-12 compliant. It is recommended that an investigation be initiated for those AD personnel who have recurring employment from season to season so that a complete investigation will already be on record when they reach the 180 day threshold.

For HSPD-12 Certification, the following needs to be completed and coordinated through the local Human Resource personnel:

- SF-85
- Application or resume
- OF-306
- Fingerprint cards

Required Forms and Distribution

All preseason paperwork must be completed prior to assignment & issuance of qualification card.

<i>Form/Action</i>	<i>Original</i>	<i>Copy</i>	<i>Action</i>
DHS Form I-9	Approving Official will keep on file	N/A	Once
W-4	Approving Official will mail to CPS	N/A	Yearly
W-5 (if applicable)	Approving Official will mail to CPS	N/A	Yearly
Direct Deposit	Approving Official will mail to CPS	N/A	Yearly
Conditions of Hire for Emergency Fire Fighters	Approving Official will keep on file	Casual	Yearly

Casual Hire Contact Information	Approving Official will keep on file	Dispatch	Yearly
GovTrip User Profile	Approving Officer will send to FOTA & NOC	N/A	Once
OF-345, Physical Fitness Inquiry for Motor Vehicle Operators	Approving Official will keep on file	N/A	Once
FI-131/AD-184, Application for U.S. Government Motor Vehicle Operator's Identification Card	Approving Official will keep on file	N/A	Once
Entered into the Qualifications Database and will be issued a Qualification Card	Training Specialist	N/A	Yearly
Incident Behavior	Approving Official	Casual	Each assignment/training
Single Resource Casual Hire form	Attach to OF-288	Approving Official & Casual	Each assignment/training

**Approving Official is the Fire Business Specialist or other designated personnel who are delegated authority to manage the AD hiring program for the RIFC dispatch area and maintains hiring paperwork.*

Driving Policy

The Hiring Official is responsible for ensuring that all operators are qualified to operate the equipment assigned and that the following qualifications have been completed. Operating tests are not required for operators of vehicles where states provide adequate testing and licensing.

All Casuals operating Government owned or leased vehicles and equipment shall:

- Be at least 18 years old
- Possess a valid State Drivers License
- Posses Government issued identification card or authorization letter indicating the type of vehicle and/or equipment the holder is authorized to operate.

Required Training:

- Defensive Driving (every 3 years)
- 4x4 Safe Driving (once)
- Annual Fire Line Refresher (yearly)

Once the casual completed the required forms and trainings the Hiring Official will issue an Authorization Letter indicating the type of vehicles or equipment the Casual is authorized and qualified to operate, along with any restrictions and expiration of the authorization. The letter must be carried whenever driving a Government vehicle.

If the casual has previously worked for the government or has been rehired numerous times a Government Motor Vehicle Operators Identification Card may be issued by a Forest Service Motor Vehicle Examiner.